



# Maryland Judiciary

## Job Announcement

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<b>Opening Date:</b>	November 25, 2015	<b>Closing Date:</b>	OPEN UNTIL FILLED
<b>Job Title:</b>	PeopleSoft Financial Systems Analyst	<b>Position Type:</b>	Regular Full-Time
<b>PIN:</b>	N16182	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Judicial Information Systems Annapolis, Maryland	<b>Grade/Salary:</b>	T14 \$69,178 - \$82,989
		<b>Financial Disclosure:</b>	Yes

**Essential Functions:** The PeopleSoft Financial Systems Analyst will support Procure-to-Pay and Order-to-Cash functionality. Requires strong PeopleSoft background and experience working with the flow of accounting transactions and overall interaction between Purchasing, Accounts Payable, General Ledger, Commitment Control and other modules in PeopleSoft version 9.1 and higher. Works on complex issues where analysis of situations or data requires an in-depth evaluation of variable factors. Develop solutions to complex problems, trouble-shoots and resolves user issues, and provides customer support. Provides functional designs for application enhancements; break/fix solutions; integration testing and user acceptance testing. Acts as the subject matter expert providing guidance on “best practices” in Purchasing, Order-to-Cash and AP modules. Assists in end-of-fiscal year close activities in monitoring, processing, troubleshooting, and reporting on purchasing activities as it interacts with Accounts Payable, General Ledger, Commitment Control and other modules. Understands the flow of cash revenue to billing to invoices to general ledger. Has a good understanding of functional concepts, testing, and updating test plans and documentation to include the latest application changes and enhancements. Conducts system and bundle upgrades and testing. Interacts and communicates with employees at various levels. Performs all other essential functions as assigned.

**Education:** Bachelor’s Degree in Accounting, Finance or IT related field

**Experience:** A minimum of 5 years of experience in PeopleSoft FSCM 9.1 or higher including experience in Purchasing, e-Procurement, AP, PS Query and a minimum of 2 years of implementation experience.

**Preferred:** Accounting experience, SQL experience, Experience in Expense, KK, GL, Grants, Asset management and HCM.

**Notes:** Additional work experience can be substituted for the degree on a year by year basis.

**Skills/Abilities:** Ability to demonstrate strong communication and customer service skills and work with users individually and in a training environment; Ability to organize and manage multiple tasks in a fast pace environment; Knowledge of PS Query; Knowledge of standard Microsoft applications; Knowledge of PeopleSoft FSCM implementations and upgrades; Ability to demonstrate good problem solving skills and to design custom processes and solutions to address specific situations; Ability to perform all of the essential functions of this position.

**All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.**

**Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.**

**Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1**

**Annapolis, MD 21401**  
**Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov)**

**The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.**